

POSITION DESCRIPTION (Please Read Instructions on the Back)

Reason for Submission: Redescription, Reestablishment, Other

3. Service: Hdqtrs, Field

4. Employing Office Location: Phoenix, AZ

5. Duty Station: Phoenix, AZ

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interest

10. Position Status: Competitive, Excepted (Specify in Remarks), SES (Gen.), SES (CR)

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: 1--Non-Sensitive, 2--Noncritical Sensitive, 3--Critical, 4--Special Sensitive

9. Subject to IA Action: Yes, No

13. Competitive Level Code: X07

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	SUPERVISORY STAFF ASSISTANT	GS	301	09	PT	10-27-06
e. Recommended by Supervisor or Initiating Office	ADMINISTRATIVE ASSISTANT	GS	301	09		

16. Organizational Title of Position (if different from official title): Administrative Assistant

17. Name of Employee (if vacant, specify): Johnson

18. Department, Agency, or Establishment: Department of Veterans Affairs

a. First Subdivision: VA Medical Center

b. Second Subdivision: Clinical Services

c. Third Subdivision: Radiology Department

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: DANNY B. KILPATRICK M.D., Radiology Department Chair

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): STANLEY SKORNIAK, Clinical Services Administrator

Signature: *Danny Kilpatrick M.D.* Date: 10-20-06

Signature: *Stanley Skorniak* Date: 10/5/06

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position: GSSG HRCD-5(06/98); PCS Flysheet for Misc Admin. & Program Series, GS-0301, TS-34(01/79)

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action: Diane Tinsley, HR Specialist

Signature: *Diane Tinsley* Date: 10-27-06

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										
Remarks										

25. Description of Major Duties and Responsibilities (See Attached)

Radiology Administrative Assistant

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as the Administrative Assistant and ADP Manager for the Radiology Department. The incumbent draws on his/her specialized knowledge of the basic principles and practices of managing health care delivery systems, as well as knowledge of radiology equipment and procedures in achieving the results necessary for the performance of this job. The incumbent develops programs, procedures, policies and effective planning and resource management. Incumbent is responsible for dealing effectively with employees of all skill levels, including physicians, nurses, clerical staff, etc., and to interface effectively with both contract and staff radiologists to ensure the interests and concerns of both are managed in relation to those of the VA in meeting its patient care and legal contractual obligations. The incumbent is expected to develop and maintain positive, clear communications with the administrative services such as Human Resources, Acquisition & Material Management, Fiscal, Medical Administration, etc. The goal of the incumbent's work is to accomplish smoothly all developmental and operational aspects of the Radiology Department. Specific duties and responsibilities are the following:

1. Responsible to the Chair, Radiology Department, for the overall supervision of administrative functions and personnel within the Department, to include leave administration, awards, etc. for all administrative personnel in the Department.
2. Assists in developing new program areas and extend existing programs, including writing necessary proposals for funding, personnel, equipment and physical facilities.
3. Assists in developing Radiology Department facility plan submissions, including coordinating the entire submission with all concerned individuals, both within and outside the Department. This includes effectively planning for future space, construction and/or remodeling needs, and obtaining the necessary input to assure future needs are recognized and communicated to Facility Management, and VACO.
4. Assists the Chair, Radiology Department in planning, developing and executing a system for providing required reports to Facility Management, VACO Region, JCAHO, and other outside organizations. This includes recognition of recurring reporting needs, verification and validation of the information reported, and timely response to special reporting requirements which present themselves. Serves as Quality Assurance Coordinator within Radiology Department.
5. Develop systems for measuring quantity and intensity of radiology services. Develop staffing guidelines and recommends methods for matching available staff with workload demands.

6. Assists in planning, requesting and documenting needs for resources including personnel, budget, supplies and equipment. This includes determining resource needs, verifying data suggesting the needs, searching for acceptable alternatives and causing appropriate, timely action to take place through the administrative/management system of this Medical Center.
7. Performing studies, analyses and surveys in all areas of the service as may be required to achieve greater efficiency, effectiveness and economy of operations. This will be on incumbents own initiative and/or as requested by the Chair, Radiology Department.
8. Coordinating and effectively managing the operation of the Radiology Department. Under the general guidance of the Chair, Radiology Department, the incumbent is responsible for and supervises all administrative functions inherent in the Radiology Department. This includes budget control and contract radiology services.
9. Acts as administrative liaison with all staff services to obtain results consistent with facility goals and the goals of the Chair, Radiology Department.
10. Serves as a contact point for inquires to the Radiology Department not requiring a professional medical decision, following through as necessary with written and/or verbal reports to management, or with appropriate correspondence prepared for the Medical Center Director's or Chief of Staff's signature, including inquires by the Inspector General, VACO and Congressional. This includes responsibility for timely reporting, verification of all information received, and adherence to appropriate policy, procedure and format. Reviews all such correspondence and reports for Chair, Radiology Department prior to sending it on through channels, and brings exceptions to the attention of the Chair, Radiology Department or other appropriate employees prior to transmission.
11. Insures all radiology workload to include General Radiological examinations, CT scans, Nuclear Medicine procedures, Ultrasound studies and Special Procedures are reported accurately for inclusion into the Vista computer system.
12. Responsible for coordinating and implementing the Vista computer system within the Radiology Department as the Radiology Department Senior ADPAC.
13. Responsible for assignments and distribution of work for the Records and Files Supervisor and Program Support Assistant, who inturn will assign work to subordinates.
14. Monitors personnel ceiling, evaluates personnel needs, writes new or rewrites position descriptions, makes requests to Clinical Services Administrator with full justification.

Responsible for the proper documentation of all Quality Assurance Activities of Radiology Department as outlined in the Radiology Department Quality Assurance Program.

AUTOMATED DATA PROCESSING (ADP) MANAGEMENT (Senior ADPAC)

Incumbent provides administrative and technical support of the VA automated information resource activities and Powerscribe voice recognition system as it pertains to the Vista Radiology/ Nuclear Medicine package to the Department. Major duties include but are not limited to:

Project manager of the Voice Activated Dictation System (Powerscribe).

Responsible for Vista menu and key assignment to new and current Radiology Department personnel. Is direct liaison between Radiology and IRM for all ADP functions within the Radiology Department.

Identify, troubleshoot and coordinate problem resolutions relating to ADP and Powerscribe equipment.

Ensure ADP security is maintained for all ADP and Powerscribe equipment.

Train users of ADP and Powerscribe equipment, including Radiologists and Fileroom personnel.

Develops Department policies and procedures for use of Vista, PC's, Printers and other ADP equipment assigned to the Radiology Department.

Conducts ADP Security audits as identified by facility Security Officer (ISO).

Participates with the Chief, Computer Applications Section, IRM and user representatives in determining extent of changes in computer programs required by external developments to meet the needs of the Radiology Department.

Uses VA Fileman to design files and templates for data enter/edit procedures and report extractions.

COMMUNICATION

Incumbent assumes an important role in the conduct of public relations of the Radiology Department including direct patient contact for complaints and grievances regarding their care and treatment, acting as the intermediary between the patient and a member of the

15. Coordinates and prepares personnel Performance Appraisals for all administrative personnel.

PROGRAM ADMINISTRATION

Ensures that all departmental manuals, governing policies, procedures, functions and organization are revised and updated annually.

Prepares standard operating procedures.

Ensures that all studies, surveys or analysis pertaining to Radiology Department activities scheduled or otherwise are performed as requested by VAMC or VACO.

Determines administrative policies and procedures applicable to Radiology Department and arranges for necessary requirements to be met. Informs the professional, technical and clinical staff regarding all policies as remitted.

Develops short and long range goals for the department and proposes a system for their accomplishments (space, construction, equipment, personnel, etc.) and presents to the Chair, Radiology Department.

Responsible for maintaining and supporting the ADP Security program as outlined in VA facility and/or service policy. He/she is responsible for maintaining physical security, software security, data security and applications security.

RESOURCE MANAGEMENT

Assists in the planning and preparation of budgetary needs for all x-ray equipment, both initial and replacement equipment. Research and collect data for final decisions by the Chair, Radiology Department. Submits very detailed justification for request of purchase.

QUALITY MANAGEMENT

Provide assistance to the Chair, Radiology Department in planning and implementing the Radiology Department Quality Assurance plan.

Responsible for initiation, planning, implementation, monitoring and documentation of Quality Assurance of all patient care activities, concerning the supervisory and technical staff of the Radiology Department with the appropriate corrective actions of deficiencies as well as further recommendations for improvement.

Radiology Department in solving patient problems, advising and appeasing patients in their problem/difficulty. Monitoring Radiology Department functions interaction with other services to prevent friction; and fair investigation of complaints/problems from the radiology staff or that from other services.

Incumbent must have communicative skills, both orally and in writing, in order to be able to transmit his/her knowledge and expertise to subordinates, conduct training, to effectively discuss administrative matters with management; prepare directives, memoranda, guidelines and reports for administrative support functions.

EEO

The pattern of selection in the work unit reflects commitment to and support of objectives and actions established in the EEO plans. Actions to identify and eliminate potential causes for EEO complaints are timely and effective. Treatment (e.g., hiring, placement, advancement, training, recognition, evaluations, appraisals, assignments, overtime and disciplinary actions) of all employees or applicants for employment is fair and unbiased. The work environment is harmonious and free from sexual harassment. Allegations of discrimination are resolved informally at the lowest possible level on mutually agreeable terms, through cooperation with EEO counselors, personnel or union representatives. Support is provided to unit employees who have EEO collateral duty responsibilities by documenting such duties in their official position descriptions, adjusting work schedules and workloads as necessary, and otherwise providing the flexibility needed to carry out EEO collateral duty assignments.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the full range of statistical, survey and study methodology and techniques to analyze and evaluate the operations of the Radiology Department management system. Assignments will be made based on subjects to be addressed and results to be achieved, with the incumbent responsible for selecting techniques and delivering a thorough, completed package.
2. Skill in written and oral communication, both formal and informal, with special emphasis on (a) the ability to interpret medical center operations and policies to physicians and other health care professionals, and (b) the ability to persuade others to a particular viewpoint consistent with overall center goals.
3. The ability to organize work to be performed by others, and to follow-up as necessary to provide a concerted administrative effort within the radiology program.

4. The ability to provide clear, well-studied and researched decisions to the Chair, Radiology Department, for action, based on appropriate study, fact-finding, and consideration of alternatives.
5. The ability to solve problems associated with the day-to-day operation of the radiology program in a positive, goal oriented way, including the ability to take quick, effective action when necessary.
6. Knowledge of missions, organizations, programs and requirements of health care delivery systems in general.
7. Knowledge of the unique characteristics of the specific health care delivery system served (e.g., facility resources and programs).
8. Familiarity with regulations and standards of various regulatory and credentialing groups and ability to reconcile contradictory requirements in preparing staff recommendations and/or in coordinating clinical and administrative services.
9. Familiarity with government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel and procurement.
10. Recognition of the different functions and motivations of various employees and groups in the health care delivery system and ability to communicate effectively with each in order to gather information, present recommendations, and coordinate services.

FACTOR 2. SUPERVISORY CONTROLS

Works under to general guidance of the Chair, Radiology Department, but generally works without supervision and is able to make decisions independently in accordance with policies and practices of VA rules and regulations, policies of Radiology Department, and instructions by the Chair, Radiology Department.

FACTOR 3. GUIDELINES

The decisions and actions are guided by VA Medical Center and Radiology Department Administrative practices. VA policies, Radiology Department manual and policies. Incumbent uses own judgment in selecting guidelines for application in individual cases, or may deviate from standard procedures after consultation and approval of the Chair, Radiology Department.

POSITION DESCRIPTION

INTRODUCTION

Incumbent is responsible for composing and editing letters, reports and official correspondence from rough notes, briefs, etc using word processing and spread sheet software. Attend, record and write the minutes of Radiology meetings. Prepare and maintain various types of Notification of Personnel Actions or personnel services. Delivers general clerical mail and reviews outgoing correspondence/reports for proper format and accuracy of facts in accordance with established policies. Establish, organize, and maintain all Radiology work/call schedules. Organize and maintain credentialing and privileging files, office files and records. Order and maintain routine office supplies utilizing DHCP IFCAP system. Post and maintain timecards. Make arrangements/prepare travel/tuition request for meetings and conferences. Organize and maintain continuing education (TEMPO) records.

Incumbent will perform all other duties as assigned.

MAJOR DUTIES

Data Collection & Tracking Support

Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of an organization's program operation. Prepares, executes, and/or tracks program specific information, such as FOIA requests, congressional inquiries, grants, cooperative agreements, and/or IAGS/contracts within an organizational unit. Uses software applications to draw information, e.g., from the Permit Compliance System (PCS), the Resource Conservation and Recovery Information System (RCRIS), the Aerometric Information Retrieval System (AIRS), or the Facilities Index System (FINDS), or the Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS), in order to prepare/assist in preparation of reports.

Research/Program Resources Services and Support

Performs work related to the acquisition and/or development of program information and resource materials/personnel to support the policy development and/or technical activities of an organization. Performs library research functions, including file or database searches. Researches various publications to extract, summarize, and compile information required for the activities of the organization. Assists in the acquisition, development, and/or scheduling of program resource materials and personnel, such as hard copy and computer-based brochures and reports, agency staff and/or volunteer personnel, and/or needed program equipment such as telephones, computers and printers, fax machines, etc. Monitors all aspects of the operating

programs and makes recommendations to improve or modify methods for disseminating information to intended audiences. Maintains an orderly and adequate level of program supplies. Schedules agency staff and/or volunteers as required.

Performs other related duties as assigned.

Factor 1-4 Knowledge Required by the Position

Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations; or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources.

Factor 2-2 Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3-3 Guidelines

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommended changes.

Factor 4-3 Complexity

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5-2 Scope and Effect

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

FACTOR 4. COMPLEXITY

Factors such as complexity of professional and management responsibilities of the Chair, Radiology Department complicate the position. The incumbent is responsible for the satisfactory functioning of the non-professional portion of the Radiology Department. Many complex internal functions and mechanisms have to be coordinated simultaneously. Complex projects must be planned, performance monitored against those plans, and corrective action taken when necessary. In phases of the program where there are no precise guidelines, incumbent must formulate own procedures. Also requires coordination, timeliness, and efficiency, combined at times with diplomacy in order to achieve the goals set up by the Chair, Radiology Department and maintain the highest possible patient care quality level.

FACTOR 5. SCOPE AND EFFECT

The scope of work is to administer quality radiographic, CT, sonographic, radioisotope, and interventional studies in a timely and effective manner. The work obtained culminates in timely reports of such examinations by the radiologist, in order to further the diagnoses and subsequent optimal treatment of VA patients.

FACTOR 6. PERSONAL CONTACTS

Personal contacts include the Chair, Radiology Department, Clinical Services Administrator, VACO, Region, Staff Radiologists, Diagnostic Radiological Technologists, Administrative personnel, Nuclear Medicine, CT, Ultrasound, Special Procedures Section; as well as intra-hospital services, Medical Center Management, Building Management, Dietetics, Engineering, Fiscal, Laboratory, Medical Neurology, Nursing, Human Resources Management, Psychiatry, Supply, and Surgical Services. Additional contacts include hospital patients, students from a variety of programs using the VA Medical Center as their clinical training center, intern and resident physicians, service personnel, and company representatives.

FACTOR 7. PURPOSE OF CONTACTS

The incumbent plans and coordinates the work of the office and the various sections of Radiology Department. This includes contacts for purposes of clarifying and exchanging information, arranging or conducting meetings, making travel arrangements, departmental non-professional staff meetings, or individual counseling, and providing other Radiology Department employees with guidance and help on applicable procedures.

FACTOR 8. PHYSICAL DEMANDS

The work is not physically demanding, but it does include walking, standing, bending, or carrying items such as paper, books, or reasonable amounts of office supplies.

FACTOR 9. WORK ENVIRONMENT

The work is performed in an office or hospital setting.

EVALUATION STATEMENT

Recommended Classification: Staff Assistant Management-GS-301-13

Organizational Location: VAMC, Phoenix, AZ

References: PC Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34, (01/79); General Schedule Supervisory Guide (GSSG), HRCD, (06/98).

Background: Redescription of previous position responsible for developing programs, procedures, policies and effectively plans and manages resources within the Radiology Department.

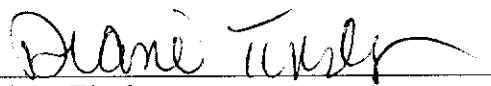
Determination of Series and Title: PCS Flysheet for PC Flysheet for Miscellaneous Administration and Program Series, used in conjunction with the GSSG provides evaluation criteria for determining GS grade levels of supervisory positions in grades GS-05 through GS-15.

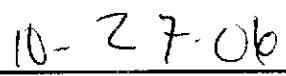
Determination of Grade: The Grade Level Guide for General Schedule Supervisory Guide, HRCD-5, (06/98), is used to evaluate this position.

FACTOR EVALUATION SYSTEM POINTS RATINGS

Evaluation Factors	Points	Level
1. Program Scope and Effect	350	1-2
2. Organizational Setting	250	2-2
3. Supervisory and Managerial Authority Exercised	450	3-2
4. Nature of Personal Contacts	50	4A-2
5. Purpose of Personal Contacts	75	4B-2
5. Difficulty of Typical Work Directed	340	5-3
6. Other Conditions	575	6-2
Total Points	2090	
Grade Conversion (Range 1855-2100)	GS-09	

Conclusion: The proper title and series is **Supervisory Staff Assistant, GS-0301-09.**


Diane Tinsley
HR Specialist (Classification)


Date



STATION NUMBER/ORGANIZATION
44/Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
Supervisory Staff Assistant, GS-0303-09 4309

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE: MAJOR, SUBSTANTIAL, MODERATE, LIMITED (checked)
B. SCOPE OF OPERATIONS: WORLDWIDE, GOVERNMENTWIDE, MULTI-AGENCY, AGENCY (checked)
C. PROGRAM RISK LEVEL: MAJOR, SUBSTANTIAL, MODERATE, LIMITED (checked)

STEP 2 - POSITION RISK POINTS See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

Table with 3 columns: LINE NO., RISK FACTOR, RISK POINTS. Rows include Degree of Public Trust (3), Fiduciary Responsibility (1), Importance to Program (1), Program Authority (1), Supervision Received (3), Total Risk Points (Sum of Lines 1-5) (9).

STEP 3 - POSITION SENSITIVITY LEVEL National Security Classified Information

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. SENSITIVITY LEVEL: SPECIAL SENSITIVE, CRITICAL SENSITIVE, NON-CRITICAL SENSITIVE, NONSENSITIVE (checked).

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems. CONCUR WITH RISK LEVEL (See STEP 2), INCREASE RISK LEVEL TO: MODERATE RISK, HIGH RISK.

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS: HIGH RISK, MODERATE RISK, LOW RISK/NONSENSITIVE (checked).

JUSTIFICATION SIGNATURE OF INFORMATION SECURITY OFFICER DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level: NO ADJUSTMENT (checked), INCREASE RISK LEVEL TO: MODERATE RISK, HIGH RISK. Sensitivity Level: NO ADJUSTMENT (checked), INCREASE SENSITIVITY LEVEL TO: NONCRITICAL SENSITIVE, CRITICAL SENSITIVE, SPECIAL SENSITIVE.

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL: HIGH RISK, MODERATE RISK, LOW RISK (checked). FINAL SENSITIVITY LEVEL DESIGNATION: SPECIAL SENSITIVE, CRITICAL SENSITIVE, NON-CRITICAL SENSITIVE, NONSENSITIVE (checked).

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR: [Signature] DATE (MM/DD/YYYY): 10/27/06

**Department of
Veterans Affairs**

Memorandum

Date: 6 October 2006

From: Danny Kilpatrick M.D, Chair, Radiology Department (CS/114)

Subj: Radiology Medical Management Specialist Position

To: Stanley Skorniak, Administrator, Clinical Services (CSA) *SS*
THRU: Human Resources (05)

Radiology would like to abolish the current Medical Management Specialist GS 301-9 position. Attached is a new PD to add an Administrative Assistant GS 301-7/9 position to Radiology in place of the Medical Management Specialist. Radiology would benefit from a strong Administrative Assistant GS 301-7/9.

Radiology would like this Administrative Assistant position reviewed by Human Resources for classification.

Danny Kilpatrick MD
Danny Kilpatrick M.D
Chair, Radiology Department (CS/114)